

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**December 5, 2007**

5 Page Document

---

<b>TITLE:</b>	Business Analyst
<b>POSITION NO:</b>	70927, 70928, & 70929
<b>LOCATION:</b>	Technology Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$45,597 - \$56,996 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

---

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. **These positions are open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, December 19, 2007 (first review)**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** These positions are open until filled. To be eligible for first review consideration, applications must be received or postmarked (if mailed) by 5:00 p.m., Wednesday, December 19, 2007. There are three positions available. Applicants need only submit one application to be considered for all three positions. Transcripts are required at time of application, and a resume is due prior to interview.

**TYPICAL DUTIES:** These positions are responsible for analysis activities related to complex business processes and information systems for a large variety of divisions, programs, and systems throughout the department including evaluating department needs, supervising and overseeing vendor activities, and providing quality assurances for products and services. This position is also responsible for developing Advance Planning Documents, Requests for Proposals, Information Technology Procurement Requests, and Invitations for Bid; coordinating vendor solicitation, evaluation, and selection procedures; and administering claims and contract reviews.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of principles and practices of information systems analysis, design, development, implementation, and maintenance and security-related functions; administrative procedures of state government; state and federal laws pertaining to information systems development and procurement of contracted services; and organizational structure of the department.

**Skills:** Must have excellent technical, conceptual, analytical, and problem-solving skills in order to interact effectively with the full spectrum of contacts on an ongoing basis.

**Abilities:** Ability to exercise sound technical, interpersonal, and organizational judgment when appraising, evaluating, and solving complex problems, and when solving problems and making decisions where few precedents exist; oversee professional level contracted staff; evaluate program requirements relative to systems development; conduct research; manage varying deadlines and multiple projects; respond positively to changes in direction, priorities, responsibilities, or assignments; communicate effectively verbally and in writing; and establish and maintain effective working relationships with department employees, contracted staff, and other state and federal agencies.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in computer science, business management, or related field **AND** one year of job-related work experience. Relevant work experience such as business system analysis, or project/program management may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the first review closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school **required at time of application.** (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements.*);

4. Resume is due prior to interview; and
5. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Business Analyst  
Position: #70927, #70928, & #70929  
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please briefly describe your experience with IT business analysis or general project/contract management.
2. Please describe your role in the development, implementation, and maintenance of IT systems.